

2013 Connecting Libraries through Resource Sharing Grant

APPLICATION FORM

Project name	
Amount of funding requested	
Library submitting this application	
Type of library	Public
Library or system director	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Person with contracting authority, if different	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Project manager	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Alternate e-mail	

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by August 15, 2014. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

 Library/System Director Signature/Date

 Project Manager Signature/Date

 Contracting Authority (if different) Signature/Date

**Connecting Libraries through Resource Sharing
2013 Application Form**

Statewide Vendor Number *	
DUNS number *	
Fiscal agent name	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
Reimbursement Information	
Payee, if different from library	
Mailing address for reimbursements, if different from fiscal agent	
City	
Zip	

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

Fiscal Agent Signature/Date

* OFM requirement — Grantees must now register with the State of Washington as a "statewide vendor" and also provide a DUNS number. If you do not have these numbers, you will be provided with the necessary information and forms to obtain them if awarded a grant.

Connecting Libraries through Resource Sharing Grant CRITERIA

Your library will qualify to apply if you answer yes to **all** of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.

<u>CRITERIA</u>	Yes	No
1. Libraries participating in this application either do not have formal inter-local agreements to share resources in place or did not have them in place before they began to participate in the Connecting Libraries through Resource Sharing project.	<input type="checkbox"/>	<input type="checkbox"/>
2. The lead applicant is a public library eligible to apply for this grant—see library eligibility guidelines: http://www.sos.wa.gov/library/libraries/grants/applicants.aspx	<input type="checkbox"/>	<input type="checkbox"/>
3. The project addresses the goal of supporting resource sharing among public libraries within a county or other contiguous areas.	<input type="checkbox"/>	<input type="checkbox"/>
4. The partnership consists of a minimum of two public libraries within a county or other contiguous area.	<input type="checkbox"/>	<input type="checkbox"/>
5. The application includes letters of intent to participate from all partnering libraries.	<input type="checkbox"/>	<input type="checkbox"/>
6. The governing authority of each partner certifies that it will not reduce the library's materials budget if the grant is awarded.	<input type="checkbox"/>	<input type="checkbox"/>
7. The application includes a CIPA compliance form from all partnering libraries.	<input type="checkbox"/>	<input type="checkbox"/>
8. The members of the partnership are willing to share their experiences with other libraries in Washington State. This will include submission of a final report to the Washington State Library and sharing of any materials developed, preferably in an electronic format.	<input type="checkbox"/>	<input type="checkbox"/>
9. The official 2013 Connecting Libraries through Resource Sharing grant application has been used and is complete — all questions have been answered, all signatures obtained, all components of the application submitted.	<input type="checkbox"/>	<input type="checkbox"/>
10. All eReaders purchased with LSTA grant funds will be fully accessible to blind or otherwise disabled patrons, as well as to those who do not have such disabilities.	<input type="checkbox"/>	<input type="checkbox"/>
11. You commit to submitting the final report and the final claim by September 30, 2014.	<input type="checkbox"/>	<input type="checkbox"/>
12. The application is postmarked by Friday, May 24, 2013 , or delivered by 4 p.m. Friday, May 24, 2013 . Applications posted after then will not be accepted for review.	<input type="checkbox"/>	<input type="checkbox"/>

**Connecting Libraries through Resource Sharing
2013 Application Form**

The following criteria will be used to review and evaluate all parts of the application. In general, grant reviewers will look for:

- A clearly represented and concisely written proposal
- Sufficient detail to understand the problem, need or opportunity
- Sufficient detail to understand how the proposal will be implemented
- Evidence of planning for the future in terms of project sustainability

Please respond to the following:

- 1. Project Title and a short abstract (50 words or less)—(Not scored)**
- 2. List partnering libraries and contact information for each staff member that will participate in the project.** (Name, title, organization, address, phone, fax #, email address)

This question is worth **2 points for each partnering library** participating.

- 3. Describe the partnership's resource sharing plan.**

This question is worth **50 points**. Consider the following items in developing the response:

- What will be purchased? (provide a general description, not an itemized list)
- How will the cooperative function?
- How will materials be chosen?
- How will the materials move among libraries?
- How will lost and damaged materials be solved?
- How will duplication of titles be prevented?

- 4. How will the library partnership continue to support resource sharing after the end of the grant period?** (No more than ½ page)

This question is worth **10 points**. Consider the following items in developing the response:

- How will the partnership continue to work together in support of resource sharing?
- What steps are needed to continue the partnership into the future?
- What are the commitments and costs associated with continuing the project after the grant period?

5. List the major objectives and tasks that are required to accomplish this project. Include timeframes and identify the responsible party who will carry out the task. Include enough information to show reviewers that the process is logical and well thought out.

This question is worth **20 points**. Consider the following items in developing the response:

- What tasks are required to accomplish this project?
- What are the timeframes for completion of tasks? Has enough time been allowed to complete these tasks by the end of the grant period?
- Who is responsible for carrying out each task?
- Are project evaluation and monitoring activities included in the workplan?
- Are grant administration requirements reflected in the workplan?
- Is enough information included to show reviewers that the process is logical and well thought out?

[illegible]

6. Describe the project's budget using the form below. On a separate page, describe how the budget was determined and why this budget is appropriate.

This question is worth **10 points**. Consider the following items in developing the response:

- A budget that is complete and accurate
- A short narrative statement for each of the budget categories, describing what items are included within the proposal, and how the budget figure was determined within that category

BUDGET FORM

Use round figures only; one per category; limit description to a few words; use separate page to provide more detail.

Category	Grant Funds Requested	Other Funding* (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits	N/A	N/A	
Contracts with Others	N/A	N/A	
Travel and Training			
Equipment Under \$5,000			
Equipment \$5,000 and Over	N/A	N/A	
Expendable Supplies or Materials			
Other-Itemized	N/A	N/A	
TOTAL REQUEST (Maximum of \$715 per partnering library)			

Please note:

- Travel is limited to a maximum of \$140 per library for one required meeting and one site visit from WSL.
- Collection development is limited to a maximum of \$500 per library and is limited to print materials, DVDs, CDs, eBooks, and eReader devices that do NOT have web browsing capabilities.
- Reimbursement of eReaders is limited to a maximum of \$150 per device; no more than two eReader devices may be purchased with grant funds. No grant reimbursement will be made for eReaders that are purchased which have web browsing capabilities.
- Processing supplies are limited to a maximum of \$75 per library.
- In-kind matching funds are not required for eligibility. If included, they must be tracked during project implementation. The final report will request information on your documented "Other Funding" and how it was used.

7. Describe the measures that will be used to evaluate the project. (No more than 1 page)

This question is worth **10 points**. Consider the following items in developing a response:

- Regarding the desired outcome described in question one of this application, what are the indicators of success? That is, how will you know if the project is successful?
- Evaluation may address:
 - Completion of the project in relation to the workplan, the specified timeframes and the budget
 - The impact of the project on the library, the collection, users of the collection, and customers of the library
 - The impact of the project on the larger library community within Washington state
- How the evaluation of this project fits into future library planning and implementation efforts
- Communication and sharing of project successes with other Washington libraries that desire to develop similar projects

Each participating library must provide the following attachments:

- A letter of intent (sample found at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>)
- A Certification on Use of Funds by Applicant Libraries signed by their governing authority certifying that the library's materials budget will not be reduced by the amount of the grant (form on page 8).
- A completed CIPA certification form. If eReader devices won't be purchased with grant funds, the libraries need not be CIPA compliant and will check the box "Not Subject to CIPA Requirements" (form on page 9).

CERTIFICATION ON USE OF FUNDS BY APPLICANT LIBRARIES

As the duly authorized contracting authority (i.e., Mayor, Board Chair, City Administrator, etc.) for

City or Library

applying for a 2013 Connecting Libraries through Resource Sharing grant, I hereby certify that any funds provided by this grant will not be used in place of local funds and will not be used to reduce the library's materials collection budget.

Signature, Title, Date

Print Name and Title

**LSTA
INTERNET SAFETY CERTIFICATION
FOR APPLICANT LIBRARIES**

This Internet Safety Certification form must be included with a grant application when:

- 1) the grant cycle is supported with LSTA funding;
- 2) the use of the form is specified within the application guidelines; and
- 3) a public library, public elementary school library or public secondary school library is participating in the application

As the duly authorized representative of the library submitting this application for LSTA funding, I hereby certify that the library is (*check only **one** of the following boxes*)

A. ☐ An individual applicant that is CIPA compliant.

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. No other libraries subject to CIPA requirements are participating in the application and subsequent project.

B. ☐ Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. ☐ Not Subject to CIPA Requirements.

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program